

**MS STATE PERSONNEL BOARD
PERFORMANCE APPRAISAL REVIEW REPORT**

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Employee's Signature: _____

Date: _____

Section 2.	Duties/Performance Standards	WT	Section 5.	Accomplishments/ Areas to Improve	Weight x Rating = Points (1 or 2) (1.0, 2.0 or 3.0)

TOTAL WEIGHT

TOTAL POINTS

TOTAL POINTS ÷ TOTAL WEIGHT = OVERALL APPRAISAL RATING

_____ ÷ _____ = _____